



Policy: 2410
Procedure: 2410.02
Chapter: Facilities Management
Rule: Safety and Loss Prevention

Effective: 12/29/05
Replaces: 2410.02
Dated: 07/02/01

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) shall establish and implement a comprehensive Safety and Loss Prevention Program. All staff shall be responsible to ensure proper safety and health-related considerations within ADJC work sites are maintained and to monitor for unnecessary waste, loss, or damage to personal, juvenile, or state-owned property. Staff and juveniles require safe and cost effective working/living conditions in order to perform their responsibilities appropriately, maintain the public welfare, and uphold the mission of ADJC. (See Policy [4007](#) and its related procedures.)

Rules:

1. All employees are responsible for monitoring the effectiveness of the Safety and Loss Prevention Program and to immediately report any unsafe, unhealthy, or wasteful conditions to their Supervisor and the Loss Prevention Coordinator.
2. The Director or designee shall appoint a Loss Prevention Committee at each facility and Central Office, composed of ADJC management and personnel that represent each major division within the agency to develop site specific loss prevention plans, implement safety and health policies and procedures, and monitor the effectiveness of those programs.
3. The Loss Prevention Coordinator shall be assigned to conduct and coordinate the agency's Safety and Loss Prevention Program.
4. Loss prevention and safety performance shall be monitored and enforced.
5. Operating Procedures or plans shall be established by each facility Loss Prevention Committee which include, but are not limited to, the following organizational objectives:
 - a. Education and Training;
 - b. Site Specific Emergency Plans ([4007](#) Policy and Procedure series);
 - c. Site specific written hazard communication plan for employees who use chemicals on a routine basis in performance of their job duties;
 - d. Scheduled routine inspections of facilities and equipment to identify unsafe conditions or procedures;
 - e. Procedures for reporting accidents involving employee injury or illnesses, property damage or loss, vehicle accidents or incidents that may result in a liability claim being filed against the agency;
 - f. Preventative Maintenance Programs:
 - i. Written schedules of routine inspections, adjustment, cleaning, lubricating, and testing of equipment;
 - ii. Safety procedures;
 - iii. Buddy systems for employees required to work in confined spaces or on roofs;
 - iv. Written maintenance and testing schedules for overhead hoists and lifting devices;
 - v. Identification of personal protective equipment requirements for specific jobs or areas where there is an increased risk of injury due to hazardous operations or equipment in the area;
 - vi. An Indoor Air Quality Program;
 - vii. A Personal Protective Equipment Program;
 - viii. A Motor Fleet Safety Program;

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ix. A Safety and Security Program for construction sites.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
12/29/05	Debra Peterson		